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Chief, Technical Support Staff

Chief of Procurement and Supply

Proposed Assignment of a Procurement Officer to Technical Services Staff

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No Change in Class ☐
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1. Reference is made to the meeting held on 16 March 1953 in which the assigned Procurement Officer was introduced to the Chief of the Technical Services Staff and a discussion was held as to the basis of the assignment.

2. The purpose of this memorandum is to formulate a basic working plan for the assigned Procurement Officer and the following is considered as being appropriate to the functions of the two offices here involved:

a. The Procurement Officer would take part in all initial discussions between contractors and TSS technical representatives where R&D procurement matters are to be discussed. He would advise the contractor and TSS on the type of procurement that would be most effective i.e., task type, straight R&D contract, special security procurement procedures, etc. In brief, all technical matters would be discussed by technical personnel, all procurement matters by the assigned member of this office.

b. All preliminary procurement information would be compiled by the Procurement Officer, and by direct liaison with this office such information would be made available to the Contract Branch for writing and execution. The completeness of the information obtained should reduce to a minimum the delay in completing negotiation, preparation and execution of the appropriate contract.

c. Where operational needs are so pressing as to demand immediate procurement action or a special type research and development contract must be written, the assigned Procurement Officer will write the necessary contractual document subject to the assigned legal counsel's review. Such action will be coordinated with the Chief, Purchase Division or higher authority prior to a commitment being made, in order to maintain adequate procurement control.

d. A system of follow-up on all research and development matters in process in the Contract Branch will be an important function of the assigned Procurement Officer. Where additional information is required to expedite execution of the contract or actual writing of contracts or related documents is necessary to expedite the document such assistance will be given to the Contract Branch personnel by the assigned Procurement Officer. This will serve to eliminate delays where a regular procurement officer has a large volume of work or has a back log which cannot readily decrease.

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3. No contractual authority will be delegated to the assigned Procurement Officer at this time.

4. In order for the assigned Procurement Officer to complete his existing work now in progress, the assignment will be effective 1 April 1953.

5. It is believed that the foregoing will result in a workable plan which should prove mutually beneficial and satisfactory to the respective offices.

JAMES A. GARRISON

Concur:

Original signed by

MAR 30 1953

Chief, Technical Support Staff

PSO/PD/H [REDACTED] :mm (20 Mar 1953)

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